

CSBG Recovery Act Local Plan

Please refer to your instructions prior to completing the Community Services Block Grant (CSBG) Recovery Act Local Plan.

Submit To:

Department of Community Services and Development
Attention: Community Services Division
P.O. Box 1947
Sacramento, CA 95812-1947

Section I - Agency Information

Agency Amador Tuolumne Community Action Agency
Address 935 S. Highway 49
City Jackson

Agency Contact Person Regarding CSBG Recovery Act Local Plan

Contact Person Shelly Hance
Title Executive Director
Phone 209-533-1397 ext 236
Fax 209-223-4178
E-mail Address shance@atcaa.org

Section II - Certification

- 1 As a part of the efforts to ensure transparency and accountability, the Recovery Act requires Federal agencies and grantees to track and report separately on expenditures from funds made available through the stimulus bill. Please check to acknowledge that your agency is aware of this requirement and has the capacity to track CSBG Recovery Act program activities and expenditures separately from all other CSBG or other funding, including activities and expenditures carried out by delegate agencies and other service providers supported by subcontracts under Recovery Act funding.

The undersigned hereby certify that this agency complies with the requirements of this CSBG Recovery Act Local Plan and the information in this plan is correct and authorized.

Laurie Webb
Board Chair

Laurie Webb

5/8/09
Date

Shelly Hance
Executive Director

Shelly Hance

5/8/09
Date

CSBG Recovery Act Local Plan

Section III - DUNS Number

Provide your agency's Data Universal Numbering System (DUNS) number. If your agency has not registered, do so and provide the number below.

DUNS
Number 105920748

Section IV - CCR Number

Provide your agency's Central Contractor Registration (CCR) number. If your agency has not registered, do so and provide the number below.

CCR
Number 57F56

Section V - Verification of Public Inspection

Provide verification of public inspection of your agency's CSBG Recovery Act Local Plan. Documentation of public inspection must also be provided, (i.e. copy of web page, e-mail blasts, etc.)

A) Describe how your agency made this Local Plan available for public inspection.

ATCAA is posting its plan on its web site: www.atcaa.org. We have attached a print screen of our web site home page. The ATCAA Board of Directors also added the CSBG ARRA to its 4/10/09 Board of Director's Meeting as an agenda item. The meeting agenda is posted per the Brown Act outside of ATCAA's Service Centers where it can be viewed seven days a week 24 hours a day. It was also posted at the Amador County Administrative Building where the Board or Supervisors hold their meetings and where the ATCAA Board of Directors held their meeting of 4/10/09. The ATCAA Board meetings are open to the public and agendas include an opportunity for Public Comment. No public attended the 4/10/09 meeting. ATCAA is also running a box ad and a public hearing notice in its local newspapers announcing two Public Hearings to be held on 5/21/09 at 2:00p.m. in Sonoma and 5/22/09 at 1:00p.m. in Jackson to review ATCAA's CSBG and CSBG ARRA funding plans and hear comments.

Section VI - General Plans

For each question in this section, provide a comprehensive narrative of what plans you have made to date.

A) Provide a description of Recovery Act projects for purposes of creating and sustaining economic growth and employment opportunities. Include a description of targeted individuals and families; services and activities; and how the services and activities are tailored to the specific needs of the community.

ATCAA is proposing activities that span from the immediate needs of our low income population to sustainable green job futures. These activities start with meeting the immediate need to link low-income families with safety-net assistance. Our second activity is asset development where staff and four full time AmeriCorps /VISTA volunteers placed at ATCAA will assist with developing a program of financial literacy classes including topics such as a personal budgeting, understanding banking options, saving strategies, decision making and tax assistance counseling provided by recruited and trained volunteers. Next ATCAA proposes a digital literacy project assisting low-income persons with access to neighborhood centers with computers, internet, and assistance and training and on-line curriculums to assist with job readiness issues and quality of life enhancement. ATCAA proposes to work with the community, both private and public sectors to look at models and current opportunities to bring green jobs to our counties that are sustainable and feasible. This is critical as our counties have lost 2 large retail stores and two major car dealerships and the Sierra Pacific Industries is slated for closure in the near future.

B) Provide a description of the service delivery system for Recovery Act projects for purposes of providing a wide range of innovative services and activities. Include a description of the geographical area served.

ATCAA Profile of Services: ATCAA provides a broad range of services to low-income families and individuals in Amador and Tuolumne Counties and is the major provider of low-income services in both counties. **A-TCAA's services include:** Food and Nutrition: A Food bank operation, food distributions, Food for Kids Program, holiday food baskets, and food for pantries, shelters, congregate meal sites. Shelter and Housing: Two emergency shelters, transitional housing, housing resources assistance, home weatherization, mortgage and foreclosure assistance and homeless prevention assistance. Supportive Service: Information and referral, utility assistance, legal referrals, Lifeline units for the homebound, www.infonette.org, a web-based information database.

Employment Skills: Family Learning Centers- teaching basic job readiness skills and English as a Second Language instruction. **Family/Youth Services and Activities:** AmeriCorps child abuse prevention, youth mentoring, child abuse prevention (non-AmeriCorps program), parenting classes, home visitation program, therapeutic counseling services for at-risk children, and teen substance abuse prevention activities through Friday Night Live. **Early Childhood Education:** in center and home base programs, health and nutrition, social services through Head Start & State Pre-School funding.

ATCAA will use its internal delivery system, existing network of community partner agencies, between the internal systems and sites of our partners we are able to target remote areas of our community. **Geographic Area Served:** Elevations range from 300 feet in the southwestern section to 13,000 feet at the summit of the Sierra Nevada. Population density is 25 persons per square mile. (California population density is 217 persons per square mile.). According to 2007 U.S. Census data, Amador County's population in 2007 is estimated to be 38,678. Tuolumne County has a slightly larger estimated population of 55,806. According to Census data, in 2007, 10.1% of persons in Amador lived below poverty, and 12.5 % in Tuolumne. In 2007 home ownership in both counties hover around 72%, with the median value occupied housing unites in 2000 valued close to \$150,000. Per capita money income in 1999 for both counties was close to \$22,000. The two counties' racial and ethnic composition is predominately white at 82%. Hispanics represent 10.4% in Amador and 9.6% in Tuolumne.

C) Describe how your agency will use Recovery Act funds to meet the short-term and long-term economic and employment needs of individuals, families and communities.

ATCAA proposes to meet the short term needs of individuals and families through outreach and access to safety net services ATCAA and other safety net providers are offering. Through the efforts of the Sonora Area Foundation's May SOS campaign to raise \$500,000, more low income families will receive emergency food, shelter, housing assistance and utility payment assistance. ATCAA will address the education and job readiness of individuals, especially those with recent job loss, through asset development strategies and digital literacy tailored to individual development training plans. ATCAA will work the the Mother Lode Job Training to maximize staff and training resources for this endeavor. We have had discussions on the creation with the WIB staff about forming internships to assist dislocated workers with new skill development. ATCAA will work with the community toward long- term sustainable green job opportunities most suitable and feasible for our area.

D) Provide a description of how linkages will be developed to fill identified gaps in services. through the provision of information, referrals, case management and follow up consultations.

In our rural community the local service providers work closely and coordinate services well together. ATCAA belongs to a number of collaborations that address service coordination. Recently ATCAA participated in a lead role in a Tuolumne County based steering committee that held a large safety net workshop with over 70 persons from 30 agencies in attendance. The goal was to assure seamless communications and coordination of services with a focus on how we can all work together to meet growing needs with shrinking resources. Sub-committees were formed and are meeting currently regarding shelter, food, utility assistance, transportation, and family supportive services.

E) Provide a description of how Recovery funds will be coordinated with other public and private resources, to avoid duplication and/or supplanting.

The Tuolumne Safety -Net Steering Committee, which ATCAA Executive Director participates in, has scheduled a second meeting to discuss ARRA local funding coordination, collaborative, and assure agencies are fully aware of services and opportunities to serve low income families and households. The Amador Community Foundation also recently initiated a safety-net meeting to discuss shelter needs. Both counties have coalitions where agencies share resources, information, and discuss community needs. ATCAA will continue to actively participate in these forums. ATCAA currently holds community meetings and on- line forums on ARRA broadband opportunities and ATCAA's plans for applications with partner agencies.

F) Provide a description of how the funds will be used to support innovative community and neighborhood based initiatives related to the purposes of the Recovery Act, which promotes food, housing, health services and employment-related services and activities.

In an effort to serve families in the neighborhoods where they live and create opportunities for more neighborhood involvement and participation, ATCAA has increased its presence in outlying areas. We now have sites over 7 miles from our main service centers. Our outlying sites include Ione, Camanche, Pine Grove, Tuolumne City, and Jamestown. Many of these sites are partially funded from the Cowell Foundation and local First 5 funding. They serve families with emergency food, information and referral, health and wellness workshops, and registration in the Healthy Families Insurance Program, funded by United Way. We have located our Neighborhood Information Computers at these sites to assist low-income residents with technology to access critical services and information regarding job search and job support.

G) Provide a description of the community-needs assessment (which may be coordinated with community-needs assessments conducted for other programs).

ATCAA performed in three formal surveys in 2008-2009; a region-wide ATCAA Central Sierra Connect survey, where ATCAA added a needs assessment question to its Broad band access survey; a regional Homeless Census Survey, and a ATCAA Head Start Parent survey. ATCAA Central Sierra Connect Residential random survey (2008-2009) asked 118 residents what their greatest concerns were. The top concerns were: Affordable health care (61%) and access to health care professionals (50%) together ranked first. The economy/jobs (59%) and quality employment (39%) ranked second. Safety ranked third (34.7%). Ability to buy medicine(33.9%) and to buy essentials (22.9%) followed. Eldercare (27.1%), Childcare (5.1%). The Homeless survey results showed 58% of adults surveyed indicated lack of employment as the main reason they become homeless.

Respondents indicated the need to increase family outreach and support for homeless with children; the need for additional emergency and transitional shelter where local residents who are already connected to the community can stay for an extended period of time during the current economic downturn; and the need for renter assistance and foreclosure intervention services to enable recently homeless or economically stressed families to retain housing. The ATCAA Head Start Community Assessment of 2008 included a survey of 142 Head Start parents. The parents indicated they rely on Head Start to provide their childcare needs and having their child enrolled in Head Start assists them in obtaining or retaining employment. The highest indicated need prior to the economic downturn was family parenting support.

H) Provide a description of the service delivery system for benefit enrollment coordination activities for purposes of identifying and enrolling eligible individuals and families in Federal, State, and local benefit programs. Include a description of the geographical area served and a listing of sub-grantees provided the services and service areas.

Service Delivery: ATCAA has a coordinated service delivery system using a centralized intake form and serves clients or those inquiring about access and eligibility through a central ATCAA Service Center in each county as well as through ATCAA local neighborhood Community Centers. Our Center staff are educated about all community resources to assure clients are linked to all available critical services. We use an ATCAA four county web based Information and Referral system, listing available social services in the region. There will be no sub-grantees utilized in this plan. However, ATCAA will coordinate services and new ARRA opportunities with over thirty community partners. ATCAA plans to outreach to all residents of Amador and Tuolumne Counties. Our region is located on the eastern edge of California's central valley in the foothills of the Sierra Nevada mountain range, and are connected by State Highway 49, running north and south. The two counties are non-contiguous, 45 miles apart, with Calaveras County situated between them.

J) Describe your education and outreach projects to advertise and market the Recovery Act services and outcomes.

To advertise and outreach Recovery Act services, ATCAA proposes to use CSBG ARRA funding to assist with outreach activities so those most in need know of where to go for ARRA services, and to enhance continued work on service coordination with safety-net community partners. ATCAA will use it's newly formed ATCAA Outreach Teams for dissemination of information regarding services. ATCAA has formed an Outreach Team in each county that consists of an outreach/intake worker from each ATCAA program. These staff set an annual calendar of community activities and events that ATCAA will participate in. The teams also do speaking engagements, attend interagency collaboration meetings and travel with Mother Lode Job Training to workplace closure meetings to assist employees facing lay-offs with resources and information. These teams target remote geographic locations and areas with the highest low-income populations. ATCAA will also use its information and referral web site.

Section VII - Energy Coordination

CSBG Recovery Act Local Plan

For each question in this section, provide a comprehensive narrative of what plans you have made to date.

A) Describe how your agency has/will establish a mutual referral service agreement with your local energy provider to ensure that clients receive services that support their progress towards achieving self-sufficiency. Lastly ATCAA plans to enhance the Outreach efforts as one of our activities with these funds to further coordinate outreach with our safety-net community partners.

ATCAA serves as the local Low Income Home Energy Assistance Program (LIHEAP) Services Provider, providing weatherization and utility payment assistance. ATCAA is also the provider of weatherization services under the Department of Energy (DOE) weatherization program. ATCAA serves the three counties of Amador, Calaveras, and Tuolumne for DOE and LIHEAP. ATCAA has excellent coordination between its many programs and refers clients to other ATCAA programs and when serving Calaveras residents refers to available Calaveras services. We work closely with all three counties, PG&E, Salvation Army, Interfaith Services, Job Connection, Behavioral Health Services, and Social Services and Senior Services. As described in Section VI E. ATCAA collaborated with other safety net providers including other energy services providers to share resources. On 5/1/09 the Sonora Area Foundation launched a fund drive to support safety-net services and ATCAA participated in meetings focused on to maximize resources to serve low income households with utility assistance, propane and wood, share resources, and help one another, creating a plan for additional propane and wood assistance.

B) Describe the activities your agency will conduct to actively coordinate with the local energy program in employment training and job placement of clients.

ATCAA Executive Director recently met with staff of the Workforce Investment Board and Mother lode Job Training Agency to discuss ways to maximize ARRA employment and training resources with resources within ATCAA such as DOE and CSBG. We will continue to hold conference calls and meetings to see if we can create more jobs and training internship opportunities, especially through our weatherization program. We have also contacted the local community college to participate in this conversation. ATCAA Executive Director sits on the WIB and its Youth Employment Committee.

Section VIII - Workforce Development Projects and Activities

In this section, provide information on projects or activities that will be funded in part or totally by Recovery Act funds that will be administered by your agency. For each project or activity, include the following: title, cost, an estimate of the number of jobs created or retained, and a description of the project or activity.

A.1) Project/Activity #1

Title	Emergency Assistance /Supportive Services Coordination & Outreach Project
Cost	\$41,000
Est. # of Jobs	created# 1FTE <input type="checkbox"/> Retained #
Description	Purpose: to increase the knowledge of the low-income population about available services, and educational and skills development opportunities. ATCAA will be targeting families experiencing poverty for the first time that do not know how to access services. ATCAA will hire two part time staff, one in each county to coordinate this effort. ATCAA will also engage its community partners to assist with this initiative. The cost of this project consists of the personnel costs for the two part - time workers and related operational costs to support the activities. ATCAA's goal is to retain these two workers after the ARRA 15 month contract to work in other ATCAA projects.

A.2) Project/Activity #2

Title	VISTA Asset Development& Financial Literacy Project
Cost	\$52,000
Est. # of Jobs	created# .5 FTE <input type="checkbox"/> Retained #

CSBG Recovery Act Local Plan

Description Purpose: to increase the knowledge of the low -income population in financial literacy and asset development strategies. ATCAA has recently been approved to hire four AmeriCorps/VISTA volunteers (two in each county) to assist in developing an asset development program including recruitment of volunteers to assist with tax assistance and budget counseling sessions. ATCAA plans to expand into asset development strategies, including teaching low income adults how to develop a budget, budgeting life choices, and banking strategies, savings, use of electronic banking and access to Earned Income Tax Credit. ATCAA currently holds budget counseling workshops for all families accessing homeless prevention funding and these classes have made major life changes to those attending. The funds will be used to hire a Program Manager with 50% time to CSBG ARRA who will coordinate this major effort and oversee the work of the VISTA volunteers. Funds will also be used to support the costs of hosting four VISTA volunteers and project related operational expenses. Part of the VISTA's role will be to assist with sustainability through fund development activities.

A.3) Project/Activity #3

Title Digital Literacy Readiness

Cost \$28,000

Est. # of Jobs created #.5 ☐ Retained #

Description Purpose: Initiate plans to train low income persons in independent digital literacy skills to bridge barriers to employment and self sufficiency. ATCAA proposes to use community Centers as independent learning centers with 1-3 computers. This activity would work closely with the financial literacy activity to have the computers accessible for the students in the Financial literacy and budget classes using complimentary on-line curriculum. ATCAA proposes hiring a person 50% to this project, to start the coordination of the various digital access opportunities, equipment needs and identify on-line curriculums for purchase and implementation. This budget will support personnel and program operational costs. We expect to be able to get the equipment and software from other sources. ATCAA anticipates this position will be continued through other future digital divide funding ATCAA plans to apply for in 2010.

In this section, provide information on projects or activities that will be funded in part or totally by Recovery Act funds that will be carried out by a delegate agency or other service provider pursuant to a subcontract with Recovery Act funds. For each project or activity include the following: title, subcontractor name, cost, an estimate of the number of jobs created or retained, and a description of the project or activity.

B.1) Subcontractor Project/Activity #1

Title Local Green Jobs Initiative

Subcontractor To be determined

Cost \$15,076

Est. # of Jobs Created # .5 FTE ☐ Retained #

Description Purpose: develop with the community, local green initiatives that would create sustainable jobs for low-income individuals. ATCAA proposes to hire sub -contractors) to research green opportunities and existing successful rural green projects for possible duplication in our area and to engage the public and private sector to look at these opportunities.

B.6) If you specified any project/activity in B.1 – B.5, describe the process you will use to select the above subcontractor(s) to provide services funded in part or totally by the Recovery Act funds.

ATCAA will use its current approved procurement procedures for sub -contractor selection.

In the section below list all projects or activities that will be funded in part or totally by Recovery Act funds, the applicable National Program Indicator (NPI) and a description of the project or activity.

C) Under the regular CSBG program, eligible entities use funds to provide services and activities addressing unemployment, education, better use of available income, housing nutrition, emergency services and/ or health to combat the central causes of poverty. Such services continue to be supportable under the CSBG Recovery Act. *In recognition of the intent of the Recovery Act, agencies are encouraged to support employment related services and activities that create and sustain economic growth.*

NPI	Project or Activity	Description
-----	---------------------	-------------

CSBG Recovery Act Local Plan

GOAL 1- Low-Income People become more self-sufficient	Project #3 Digital Learning Readiness	This initiative will serve 100 low income people. 4 low income participants will get a job or become self-employed. .04% of the total participants will get job or become self-employed directly from this initiative.
GOAL 1 Low-Income People become more self -sufficient NPI 1.2	Project #3 Digital Learning Readiness	This initiative will serve 100 low income people. 75 low income participants will have barriers to initial or continuous employment reduced or eliminated through assistance from this initiative. 75% total participants will have the stated barriers removed or reduced directly from this initiative.
Goal 1 Low-Income People become more self -sufficient NPI 1.3 Economic Asset Enhancements	Project #3 Digital Learning Readiness Project #2 VISTA Asset Development	These projects will together serve 600 low-income people and 540 (90%) will achieve an increase in financial assets and/or financial skills as a result of this project.
Goal 2-The conditions in which low-income people live are improved. NPI 2.1 Community Quality of Life and Assets	Project #3 Digital Learning Readiness Project #2 VISTA Asset Development	This project will enhance the neighborhood information centers use by low-income people. Residents will have access to internet and be learning of new digital opportunities, improving their quality of life and assets through this initiative. This project will serve 600 residents and 540 (90%) will have their quality of life and assets improved.
Goal 3: Low Income people own a stake in their community. NPI 3.2 Civic Investment	Project #3 Digital Learning Readiness Project #2 VISTA Asset Development	This project will recruit 30 volunteers to assist in learning tax assistance, budget workshop facilitation, and digital literacy assistance through a train the trainer model. 1000 hours of volunteer time will be donated through this project.
Goal 4: Partnerships among supporters and providers of services to low -income people are achieved. NPI 4.1 Expanding Opportunities through Community-wide Partnerships	All Projects will include partnerships with supporters and service providers	These projects will involve 100 organizations, both public and private, to expand resources and opportunities in order to achieve family and community outcomes from these initiatives. This is a very important component to the success of all these initiatives.

CSBG Recovery Act Local Plan

Goal 5: Agencies increase their capacity to achieve results NPI 5.1 Broadening Resource base.	Project #1 Emergency Assistance Outreach	Project #1: ATCAA will mobilize \$300,000 (non federal cash) in safety-net assistance and use of the ARRA funds for collaborative outreach. Project #3: ATCAA will mobilize \$10,000 (non-federal cash) in internet resources and computer equipment and \$10,000 in volunteer in-kind. Total non-cash match \$10,000 and \$310,000 cash match. Total match \$320,000.00. This leverages the CSBG ARRA funds by 2.37 times

D) Provide a description of planned infrastructure investments, the purpose, total cost and the rationale for funding the Infrastructure Investment with funds made available under the Recovery Act. (Capital Improvements are not allowable costs per P.L. 105-285 Sec. 678F)

There are no planned infrastructure investments included in ATCAA's ARRA plan

E) Will your agency use a portion or all the Recovery Act funds for administrative costs? Check the appropriate box.

☒ Yes, our agency will use a PORTION of the Recovery Act funds for administrative costs.

☐ Yes, our agency will use ALL of the Recovery Act funds for administrative costs.

☐ No, our agency will NOT use any of the Recovery Act funds for administrative costs.

E.1) If you checked one of the "YES" boxes in E, explain how the funds allocated to administrative costs will be tracked to a measurable outcome.

ATCAA has a federally approved Indirect cost rate from Health and Human Services and will apply that rate to all direct program costs.

Section IX - Required Disclosures

For each question in this section, disclose any unresolved findings and/or recommendations, or any legal proceedings.

A) List all non-CSD funded programs administered by the agency within the past three (3) years that have unresolved findings and/or recommendations or have been terminated as a result of deficiencies.

ATCAA has no "non-CSD" funded unresolved findings and/or recommendations from any of its funding sources nor have any of our contracts been terminated as a result of deficiencies within the last 3 years.

B) List all legal proceedings the agency is currently involved in or has been in the past three (3) years. Include a brief description of the proceeding and the outcome. If the proceeding is currently, active provide the status.

ATCAA has no legal proceedings currently or in the last three years.

Section X - Barriers

For each question in this section, provide information on potential barriers to your agency's success.

A) Identify any barriers that your agency feels it may face in meeting the requirements of the Recovery Act (i.e., subcontracting, staffing, workforce development, compliance with reporting, performance).

ATCAA does anticipate any barriers to meet the requirements of the Recovery Act.

